mn DEPARTMENT
OF HEALTH

Manage security paper inventory

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

This user guide covers the steps to:

- [Add security paper inventory](#)
- [Delete security paper inventory](#)
- [Void document control numbers (DCNs)](#)
- [Correct DCNs](#)
- [Approve voided DCNs](#)

Access to each option depends on your assigned security roles.

After logging in to MR&C:

1. Select the **Customer Service** tab.
2. Select *Manage security paper inventory* from the **Tasks** menu.

Add security paper inventory

1. Click the *Add Paper* link.
2. Select the issuance location.
3. Enter the DCN range from the paper shipment. Include leading zeros.
4. Click **Save**.

Delete security paper inventory

1. Click the *Delete Paper* link.
2. Change the issuance location if needed.
3. Enter the DCN range you want to delete. Include leading zeros.
4. Click **Delete**.

Void DCNs

1. Click the *Void Paper* link.
2. Select the issuance location.
3. Enter the DCN range you want to void. Include leading zeros.
4. Select the reason you are voiding the DCN(s).

Note: If you select "Other" as the reason, you must enter a reason in the *Comments* text box.

5. Click **Save**.

Correct DCNs

1. Click the *Correct DCN* link.
2. Select the issuance location.
3. Enter the wrong DCN assigned in the *DCN TO Correct* field.
4. Enter the right DCN in the *Correct to* field.
5. Select the reason you are correcting the DCN.

Note: If you select "Other" as the reason, you must enter a reason in the *Comments* text box.

6. Click **Correct**.
7. Click **OK** on the pop-up window asking if you want to continue.

Approve voided DCNs

1. Click the *Approve Void Paper* link.
2. Select the issuance location.
3. Click on the DCN link to review.
4. If the DCN or DCN range is not correct, click **Unvoid**.
5. If the DCN or DCN range is correct, click **Approve**.

Note: Once you approve voided DCNs, you cannot disapprove or unvoid them again; they disappear from your inventory.